

# JOB OPPORTUNITY ANNOUNCEMENT

## AMERICAN EMBASSY, BRAZZAVILLE ANNOUNCEMENT NUMBER 007-011

**OPEN TO:** All interested candidates  
**POSITION:** Registered Professional Nurse FSN-9/FP- 05  
**OPENING DATE:** March 28 2011  
**CLOSING DATE:** April 11 2011  
**WORK HOURS:** When Actually Employed (WAE) Not to exceed 20 hours/week  
**SALARY:** Information on salary may be obtained from the Human Resources Office.

*NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.*

The U.S. Embassy Office in Brazzaville is seeking an individual for the position of Registered Professional Nurse for the Medical Unit of the U.S Embassy. Incumbent will serve as back up to Post Medical Advisor. The Human Resources Office may provide more information regarding this specific hiring Mechanism.

### **BASIC FUNCTION OF POSITION**

The incumbent will serve as back up to the PMA (Post Medical Advisor) and therefore provide medical services to approximately 11 Americans direct hire employees and 4 eligible dependents of all agencies at post. The incumbent will also see 180 Locally Engaged Staff (LES) for occupational health care, referrals to private physician or LES medical provider.

*Note: The incumbent will operate when the PMA is not in town (on official travel or on annual leave). The incumbent will basically provide backup services to the Embassy PMA. The Employment Mechanism for this specific hiring is called When Actually Employed (WAE).*

*Employment under When Actually Employed Mechanism is not permanent and employees on WAE status are not considered permanent employees, nor are they entitled to any benefits reserved for permanent employees. Whether employees under this specific Mechanism resign voluntarily or are terminated for cause, they will not receive any separation payment.*

## **QUALIFICATIONS REQUIRED**

*NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

### **1. Education:**

Must be a graduate of a professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent.

### **2. Prior work experience:**

At least one year of hospital or outpatient nursing is required.

### **3. Language requirements**

Level III (Fluent) Speaking/Reading English and French is required.

### **4. Knowledge**

Must have knowledge of general nursing principles and practice. Uses the professional nursing process including assessment, planning, implementation, and evaluation. Must have knowledge of current nursing technology and methods. Must be knowledgeable on medications, biologics, and immunizations generally used in American Medical practice. Additionally, must be able to administer adult and pediatric immunization program according to current CDC standards. Strong interpersonal skills and a client-oriented disposition are required. Must have good working knowledge or experience in current health promotion recommendations in the U.S. population.

### **5. Skills and abilities**

Must have experience in management and procurement of expendable medical supplies and equipment for ambulatory standards of care. Must be able to perform basic word processing on the computer.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, and budget status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employed U.S. citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Successful candidate must be able to obtain the required security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612) or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Management Officer

U.S. Embassy Brazzaville -Boulevard Denis Sassou Nguesso

No: 70-83 sections D (Face Maternité Blanche Gomez) Bacongo, Centre-ville.

E-mail: [BrazzaHRO@state.gov](mailto:BrazzaHRO@state.gov)

PHONE: 06-612-2000 / 06-612-2073 / 06-612-2143

Website: <http://brazzaville.usembassy.gov/job-opportunities.html>

## **CLOSING DATE FOR THIS POSITION: April 11 2011**

The US Mission in Brazzaville provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.